

VACANCY ANNOUNCEMENT

(Announcement No. 16/21)

OPEN TO: All Interested Candidates
POSITION: **Gardener Supervisor, FSN-5**
OPENING DATE: May 19, 2016
CLOSING DATE: June 03, 2016
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking an individual for the position of **Gardener Supervisor** in the Facility Maintenance, Management Section.

BASIC FUNCTION OF POSITION

The Gardener Supervisor works directly for the Facilities Supervisor. He or She is responsible for the maintenance of the grounds of the Embassy Compound, Ambassador's residence, the American Center, the old Chancery Compounds. Supervises and trains approximately 12 gardeners in the establishment and maintenance of plants and shrubs; maintains discipline and effectiveness among his subordinates; establishes a budget and works within it; and develops contacts with local nurseries and horticultural supply vendors to ensure quality of merchandise and competitive prices.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** Four years' experience in ornamental horticulture, landscaping or nursery environment is required. One year supervisory experience is required.
- 3. Language Proficiency:** Level II in Lao and Level II English.
- 4. Knowledge:** Must be familiar with theories and practices of landscape gardening. Must have thorough knowledge of all local plants, trees and shrubs. Must be familiar with full range of local ornamental shrubs, trees, flowers and grasses. Must be familiar with local plant diseases and their treatment. Must know to safely handle and apply fertilizers and pesticides.
- 5. Skills and Abilities:** Must be able to develop written plans and schedules for planting, fertilization and pest control. Must be able to sketch simple drawings of proposed flowerbeds and gardens. Must be able to train, supervise, coordinate, schedule and assign gardeners. Must be capable of performing some heavy physical work. Must be flexible and able to work independently. Must be able to perform all job activities and duties in a responsible manner to avoid the creation of safety or health hazards. Must be able to conform to established

safety and health policy and procedures. Must be able to properly utilize appropriate personal protective equipment as required by the job activity. Must report unsafe or hazardous conditions. Must inform supervisor of all accidents, illnesses and injuries. Must be able to use Office suite software (Excel, Word, etc.)

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass the local security background investigation.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Thadeua Road, Somvang Tai Village
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)
E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000
Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: June 03, 2016

The U.S. Mission in Vientiane provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.